

MPF NEWS

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CUSTOMER SERVICE

77 MSS/DPMPS
SrA McCoy, 3-6274

I would like to welcome three newcomers to the Customer Service section: AB Torres, AB Beal, and A1C Wilson. It is great to have you here!

As a reminder, command support staff can provide the following services to the members assigned to their squadron: b-cator updates (address changes), proof of service letters, record review printouts, dream sheet updates, and individual data inquires (Airman service dates, EPR/OPR information, overseas information). If you have any questions please contact the MPF.

ID card information: Dependents can not receive an ID card (issue, reissue, or renewal) without their sponsor. Sponsors' have to sign acknowledgment of pertinent information. EXCEPTIONS: Sponsor is deceased, dependent has power of attorney, sponsor has sent the DD Form 1172 to the dependent or the MPF, the dependent has picked up DD Form 1172 and had the sponsor's signature no-

tarized, or the sponsor has signed the DD Form 1172 prior to the dependent coming in to renew/replace ID card.

CAREER ENHANCEMENTS

77 MSS/DPMPE
TSgt Cole, 3-4005

Frequently asked questions regarding EPRs/OPRs.

Q: How does an OPR, EPR, or PRF document a member's duty location when the member is on "loan" to another organization?

A: The duty location is always the owning PAS Code. When a member is working in another organization the words "with duty at-----" must follow the owning organization. All evaluators can be from the "loan" organization except for the Senior Rater/Reviewer who must be from the owning organization's chain of command.

Q: Is an EPR required when a member is AWOL?

A: Members in AWOL status receive normal EPRs such as "annual" and "CRO." They do not receive an EPR just because they are AWOL. If a member is AWOL for more than 30 con-

secutive days, the rater must deduct these days from the period of supervision.

Q: Under what circumstances can the rating chain request an extension for the closeout date of a report?

A: The closeout date can be extended by this office under the following circumstances:

1. A negative incident of serious significance occurred after the closeout of the report but before the report is a matter of record that is of such gravity it cannot be ignored;
2. The report is an "Annual";
3. There will be no change of rater during the period of extension. All requests must be made by the servicing Military Personnel Flight either via message, letter, CRT, FAX, or E-Mail and must contain an information copy to the servicing MAJCOM. HQ AFPC/DPPPEP retains approval/disapproval authority of all requests.

Q: When must a report be written on a member whose last report is more than a year old?

A: Normally, reports are written as soon as the rater has 120 days of supervision. However, in cases where the annual closeout date has already passed and there's a change of rater, the number of required days supervision is decreased to 60 days. If the losing rater has at least 60 days supervision on the CRO date, the rater prepares a report. The number days supervision will be the actual number of days accumulated as of the CRO date and the reason for report will be "Annual." If the losing rater does not have 60 days supervision on the CRO date the report is reprojected for a 120 day report. For example:

SSgt Doe's annual report was projected to close out 15 Jul 98. He had a change of rater on 1 Jun 98 and his report was reprojected to close out 28 Sep 98 (no CRO report was required due to insufficient supervision--he's assigned to a high-TDY unit).

On 20 Jul 98, SSgt Doe had another change of rater. SSgt Doe's report was again reprojected, now to close out 16 Nov 98 (even though the CRO takes place after his normal annual date he's still projected for a 120-day report because his losing rater does not have at least 60 days supervision).

Now, SSgt Doe's *newest* supervisor finally receives approval on that humanitarian reassignment he requested 3 months ago, and CRO takes place on 23 Sep 98. The next person in the rating chain becomes SSgt Doe's new rater on that day, and SSgt Doe's losing rater writes an annual EPR closing out 23 Sep 98 with 66 days supervision.

Q: Can I use periods and exclamation points on a performance report to add some emphasis to key phrases?

A: Punctuation (among other things) should not be used to emphasize words or phrases. Bullet statements are not sentences and do not require periods. Limited use of exclamation points is acceptable; multiple exclamation points at the end of a statement are prohibited.

Q: When can we enter "N/A" in the Commander's Review block on AF Fm 911?

A: You may enter "N/A" in the Commander's Review block *only* when the *Unit* Commander is an evaluator on the EPR. We commonly receive reports where "N/A" has been entered because the Wing Commander was the final evaluator--this is incorrect. When the member's Unit Commander is junior in grade to the rater's rater or endorser, he or she must complete the Commander's Review

before the report goes forward for rater's rater/endorser comments. This also applies to enlisted personnel assigned to the Wing Staff; they are normally attached to the local Mission Support Squadron for administrative purposes, and the MSS Commander would be the individual to perform the Commander's Review. In the rare situation where the Wing Commander is *the rater*, the Unit Commander will perform the Commander's Review *after* the rater.

Q: What rating is updated in the system when, during the Commander's Review, the Unit Commander nonconcurs with the final evaluator?

A: In most cases, the final rating given by the Unit Commander will be the rating updated in the system. However, in the rare situations where the report is closed out by a single evaluator who outranks the Unit Commander, the ratings of the single evaluator will be updated. In these cases, the Unit Commander *may* nonconcur and attach an AF Fm 77 to explain his or her nonoccurrence.

Q: Who, exactly, qualifies as a "single evaluator" for EPR purposes?

A: To qualify as a single evaluator, he or she must be the individual's rater and hold the grade of O6 (Colonel) or higher.

This single evaluator can close out the EPR; no other evaluator comments are required (but Commander's Review must still be accomplished).

EMPLOYMENT

77 MSS/DPMAE
SSgt Freeman, 3-1093

RETRAINING

Retraining Issues (Ref 36-2626): Phase I/II (Voluntary) began 15 Jul 99 and will terminate 15 Oct 99. Phase III (Involuntary) will begin 1 Nov 99 and will terminate 31 Jan 00. In order for second term/career airman to apply for retraining there must be training out quotas for member's current AFSC and training in quotas for interested AFSC. Also to apply MSgts must have a TAFMSD of 7908 or later, TSgts and SSgts must have a TAFMSD of 8408 or later, and Second term SrA must have a TAFMSD of 9308 or later. First term 4 year enlistee window of opportunity is 1st day of 35th month through the last day of 43rd month and 6 year enlistee is 1st day of 59th month through last day of 67th month. Using the quality retraining program (QRP), applications for first term airman are ranked at HQ AFPC to meet a records only board. The board meets the third week of each month. First term airman have 3 consecutive chances/months to meet the board. Once all 3 chances have been exhausted the package is automatically disapproved. And the member may apply again as a second term granted that all the criteria is met.

If you have any questions please contact SSgt Freeman or A1C O'Neal at ext 1093.

FORMAL TRAINING

77 MSS/DPMAE
SrA Wadkins, 3-1093

SENIOR NCOA ACADEMY (SNCOA) AND NCO ACADEMY (NCOA) GUIDELINES

The following HQ AFMC guidelines cover attendance at the senior Noncommissioned Officer Academy (SNCOA) and Noncommissioned Officer Academy (NCOA).

1. Command Policy
 - A. PME is an inherent NCO responsibility. AFI 36-2618, The Enlisted Force Structure, Para 4.1.3, states all NCO's must: "Secure and promote professional military education for themselves and subordinates to develop and cultivate leadership skills and professional development." Anything short of this standard is unacceptable.
 - B. AFMC expects NCO's to lead by example and seek out the first opportunity to attend PME in-residence. NCO's must also communicate the critical importance of

PME – by word – and action – to senior airman who will become the NCO's of the future.

- C. AFMC expects individuals selected for PME to prepare for and attend as scheduled, and it's expected that commanders, first sergeants, and supervisors make their people available for PME as scheduled and hold deferment requests strictly to mission, medical or humanitarian criteria.
2. The SNCOA is mandatory for promotion to CMSgt. The current selection process is based on promotion to SMSgt. All SMSgt (selects) will automatically receive a class date.
3. The NCOA is mandatory for promotion to MSgt. TSgt's and TSgt (selectees) are currently the only eligible candidates to attend this school. Selection process for the NCOA is delegated to each Base Formal Training section. **Formal training will select members on a seniority-based process using time-in-service and time-in-grade.**
4. For a list of deferment guidelines, declination procedures, or if you have any questions please contact formal training, SrA Wadkins, ext 3-1093.

CUSTOMER SUPPORT

77 MSS/DPMP
Capt Speight, 3-1094

Hello all! I am the new Chief of Customer Support at the MPF, replacing Lt Amy West. As you already know, I have a very knowledgeable and supportive staff. If there is anything that I can help you with, please don't hesitate to call me, 3-1094.

REENLISTMENTS

77 MSS/DPMPE
A1C Wilson, 3-6277

CONDITIONS AUTHORIZING REENLISTMENT

If the airman is eligible to reenlist and is a first-term enlistee 4 year enlistee, the airman may reenlist anytime after completing 36 months on the current enlistment if the has an approved CJR. For first-term 6 year enlistee, the airman may reenlist anytime after completing 60 months on the current enlistment if the airman has an approved CJR. For second-term or career airman, the airman may reenlist to get retainability for promotion to MSgt, SMSgt, or CMSgt, to get required retainability for service schools, to get required retainability for

PCS, PCA, or TDY assignment, to get retainability for completion of an extension to an overseas tour and within the 3-month period before ETS.

SEPARATION/RETIREMENT

77 MSS/DPMAR
SrA Green, 3-4512

The temporary HYT extension waiver policy that ended 31 Aug 99, will be extended. It is going to be open to the following criteria:

- A. Reach HYT between now and 30 Sep 01
- B. SrA through SMSgt
- C. All AFSC's are eligible however, based on current/projected manning and mission needs, some grades within specific AFSC's are excluded
- D. May apply now through 31 Aug 00

The wing commander or equivalent is the approval authority for the extensions. AFPC will publish eligible grades by AFSC along with further guidance soon. Please direct your questions to the Separations and Retirements section at 3-4512

OUTBOUND ASSIGNMENTS

77 MSS/DPMAR
TSgt Skinner, 3-5104

Assignment Availability and Physical Health Assessment Awareness

Outbound Assignments has recently discovered a concern that many Unit Health Monitors might not be aware of regarding the Physical Health Assessment (PHA) appointments. When a member fails to show up for their appointment they are rescheduled again for another appointment 60 days later. If the member is a no show a second time, Physical Exams will automatically put that member on a profile rendering him/her **not worldwide qualified for duty**. Because of this profile it will make the member ineligible for any assignments or TDY's until the profile is either lifted or expires. Also if the member currently has an assignment in system the assignment will be cancelled automatically because of the profile. To alleviate this problem Unit Health Monitors should take an extra step in ensuring that the scheduled PHA appointments are met or rescheduled with Physical Exams in a timely manner. Any further questions should be directed to Outbound Assignments at 3-5104.

PROMOTIONS

77 MSS/DPMPE
SrA Johnson, 3-6277

The 99E9 Chief Master Sergeant/Senior Master Sergeant Promotion Information Cycle 99E9/00E8

Chief Master Sergeant Evaluation Board is tentatively scheduled to convene 16 Oct 99 at the Air Force Personnel Center. The promotion eligibility cutoff date (PECD) for cycle 99E9 is 31 July 99. All EPRs, duty information, AFSC data, decorations, PME, and academic education data must close out/be effective on or before the PECD date. Individuals selected for promotion to CMSgt will be promoted during the period 1 Jan 00 through 1 Dec 00.

The 00E8 Senior Master Sergeant Evaluation Board is tentatively scheduled to convene 7 Feb 00 at the Air Force Personnel Center. The PECD date for cycle 00E8 is 30 Sep 99. All EPRs, Decorations, PME and academic education data must close out on or before the PECD date (only SNCOA is listed on the SNCO brief and marked yes or no for completion). Individuals selected for promotion to SMSgt will be promoted during the period 1 Apr 00 through 1 Mar 01.

The importance of your personal involvement cannot be overstated. It is up to you to make sure you have been properly identified as eligible, you know when you test, and to have the current study materials. Most of all make sure that your selection folder at HQ AFPC is accurate and complete. You can obtain selection folder contents by making a written request to HQ AFPC/DPPBR2, 550 C Street West, Suite 5, Randolph AFB TX 78150-4707. Contact DSN 665-2353 to verify receipt of a new document.

DECORATIONS

77 MSS/DPMPE
SSgt Van Sant, 3-4005

I would like to welcome newcomer SrA Askew to the Decorations Section. SrA Askew is a cross trainee coming to us from TOD.

Reminder: Please try to get decorations processed prior to the member's projected departure date. This ensures that decorations are updated in the system and filed in their UPRG.

BASE TRAINING

77MSS/DPMAT
MSgt Bieniecki, 3-4177

Identifying Duty Position

Requirements

It is time to blow the dust off your troop's AF Form 623, Individual Training Record, and check if their duty position has been properly identified. Duty position tasks are identified by circling the task/subtask listed in Part II, Career Field Education & Training Plan (CFETP) and any additional tasks identified on AF Form 797, Job Qualification Standard Continuation Sheet. Personnel who are in upgrade training (5 or 7 level) will have their upgrade training requirements circled in addition to their duty position requirements. Once a person has completed their upgrade training and has received their appropriate skill level, then only their current duty position requires circling. All non-related tasks should have the circle erased. DO NOT erase training dates and initials. Remember, this is the supervisor's responsibility and not the trainee's. TIP: Always use a pencil when documenting the CFETP Part II and AF Form 797.

BASE TESTING

77 MSS/DPMPE
LINDA KEITT, 3-5101

Test Examiner Moves On

Our military test examiner is leaving us 1 Oct to another part of the base. Mr Peralta has accepted a job with Finance (Ci-

vilian pay). He has been the test examiner for the past 8 years and has provided outstanding support to the MPF, squadrons and directorates. I'm sure all of us have crossed his path be it through promotion tests (WAPS), language tests, Air Force Officer Qualification Test (AFOQT), and several other types of tests. Thank you Mr. "P" and we wish you great success. The MPF welcomes Linda Keitt, as our new test examiner. Linda comes to us from Environmental Management and is prior Army with personnel experience. We ask everybody to please be patient as we go through the transition. Linda can be reached at 3-5101.